

Juilliard

Title:	Media Relations Policy
Policy Owner:	Office of Public Affairs
Contact Information:	Room 214A Main Building (212) 799-5000, ext. 207 publicaffairs@juilliard.edu
Applies to:	All Members of the Juilliard Community (includes all faculty; staff; and students, including College, Pre-College, MAP, and Evening Division)
Effective Date:	March 1, 2018

The Communications Office is charged with coordinating all public information provided by the School to the media and others seeking information and comment.

If any student, faculty, or staff member receives a general media inquiry, please refer the journalist to news@juilliard.edu, and an appropriate staff member will handle further communications and coordinate any interviews to ensure appropriate access to campus.

If any member of the media contacts a student, faculty or staff member directly with requests for School-related information or to comment as a representative of Juilliard, the student, faculty or staff member **must** contact news@juilliard.edu before speaking to the reporter.

This does not apply if the call is made in reference to the subject's own work with no mention of a connection to the School. In this case, the individual should make it clear to the reporter they are speaking on their own behalf and not as a representative of Juilliard.